

## **Performance Evaluation – WBT\***

Performance Evaluation – WBT is designed to assist supervisors and managers carry out their responsibilities within the State's Performance Evaluation Program. It replaces the computer based course entitled "The Mechanics of Performance Evaluation." The modules included in the updated course are:

- Performance Evaluation is important;
- Performance Evaluation rules, systems and forms;
- Performance Evaluation cycle;
- Developing a job performance plan;
- Principles of giving constructive feedback;
- Completing an interim review;
- Coaching during an evaluation cycle;
- Completing the formal evaluation;
- Using specialized forms for Performance Evaluation;
- Other performance management and evaluation consideration.

CEU: .7

Cost: \$25.00

Audience: All supervisors and managers who have not completed the "Mechanics of Performance Evaluation" and are responsible for rating or reviewing the performance of employees.

## **Completing Harassment Intake/Referral Forms – WBT\***

The State of Tennessee is serious about creating and maintaining a respectful workplace. This course is designed to help participants become more familiar with:

- Examples of workplace harassment;
- Sections A and D of the Policy Statement on Workplace Harassment;
- The complaint intake process;
- How to complete an intake/Referral Form.

CEU: 0

Cost: \$10.00

Audience: Anyone who is responsible for completing Intake/referral forms for workplace harassment or discrimination complaints.

\* Web-based Training